



COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR



KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
LOS ANGELES, CA 90012

MARK J. SALADINO
TREASURER AND TAX COLLECTOR

TELEPHONE
(213) 974-2101

TELECOPIER
(213) 626-1812

September 30, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO AWARD CONTRACT FOR
TEMPORARY PERSONNEL SERVICES
(3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached contract (Exhibit I) with PDQ Personnel Services, Inc., for short-term, intermittent temporary personnel services, for a term of one (1) year commencing upon the date of Board approval with annual compensation not to exceed \$448,000;
2. Authorize the Treasurer and Tax Collector (TTC) to execute four (4) one-year renewals and six month-to-month extensions at the option of the TTC;
3. Authorize the TTC or designee to negotiate and execute future amendments to the Contract, after approval as to form by County Counsel, to add and/or change certain terms and conditions in the contract as required by the Board of Supervisors or Chief Administrative Officer.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended contract will provide temporary personnel to help TTC handle several peak workload periods in critical areas of the Department including, but not limited to, the annual tax season. The busiest tax collection days of the year are December 10 and April 10 and during the two-week period just prior to and immediately following these dates when approximately 1.1 to 1.6 million tax payments are received by mail. TTC is also responsible for enforcing collection of taxes on tax defaulted property by public sale of such properties, twice annually in February and August, and disbursement of excess proceeds.

Additionally, TTC is responsible for processing Property Tax Payment Exceptions. A Payment Exception is generated by TTC when there is a discrepancy with a tax payment received and TTC is unable to process and post the payment. The Payment Exception process requires TTC staff to perform an audit and investigation to determine the cause of the discrepancy and the appropriate corrective action to be taken to resolve and post payments expeditiously. The busiest days of the year for handling Payment Exceptions are during the months following the property tax collection annual peak season (i.e., January, February, June, and July).

Due to these seasonal increases in workload and the need to expedite the tax payment processes described above, TTC utilizes temporary staff as a supplement only to services performed by existing personnel for these intermittent, as-needed, and short-term assignments.

The current agreement, which is scheduled to expire on November 15, 2004, provides for the use of temporary personnel on an as-needed basis not to exceed ninety (90) days during TTC's peak workload periods. The proposed Contract with PDQ will provide for continuing temporary personnel services during such peak workloads.

Implementation of Strategic Plan Goals

The approval of this Contract is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. The Contract provides for ongoing contractual temporary personnel services, which supports mandated operations of the TTC.

FISCAL IMPACT

The maximum contract amount for the first year is \$448,000.

FINANCING

Funding is available in the departmental budget for Fiscal Year 2004-2005.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract contains the required contract provisions pertaining to compliance with the County's Child Support Program, Consideration of GAIN/GROW Participants For Employment, Consideration of County Employees Targeted for Layoff/Re-employment List, Jury Service Program, Safely Surrendered Baby Law, and Contractor Notification to County When Contract Is Within 6 Months From Expiration of Term. Additionally, the

Contract contains performance standards, including monetary assurance provisions for substandard and/or non-performance.

The County is authorized under California Government Code Section 31000.4 to obtain temporary help for a period not to exceed ninety (90) days for any single peak load, temporary absence, or emergency situation. This is not a Proposition A contract and therefore is exempt from the Living Wage Program (County Code Chapter 2.201).

The attached contract has been reviewed by CAO Employee Relations and the Department of Human Resources and approved as to form by County Counsel. In addition, SEIU Local 660 was provided a copy of the RFP, which included the Sample Contract, and does not intend to oppose it.

CONTRACTING PROCESS

In accordance with the County's competitive bid process, a Request for Proposals (RFP) was prepared and released to one hundred and sixty-four (164) prospective firms listed in Attachment I, obtained from TTC, the Executive Office of the Board of Supervisors, and the Office of Affirmative Action Compliance Community Business Enterprise Database list of personnel services vendors. In addition, a notice of the RFP was also posted on the Los Angeles County Bid Website. The RFP solicited proposals from qualified temporary staffing agencies for the provision of short-term, intermittent temporary personnel staffing services. Proposals were received from seven firms in response to the RFP: Act-1 Personnel Services, Apple One Employment Services, Helpmates Staffing Services, KForce/OnStaff, Ladera Career Paths, PDQ Personnel Services and Temps On Time. The proposal submitted by Temps On Time did not meet the RFP minimum requirements and was disqualified. The remaining six proposals were evaluated and rated by a committee according to their responsiveness to criteria included in the RFP. Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise statistical information for the six responsive proposals is included in Attachment II.

The proposal submitted by PDQ ranked highest of six proposals evaluated. It met all of the minimum RFP requirements and was complete, detailed, and responsive to the RFP. PDQ's proposed rates for the six (6) different levels of personnel, was the third lowest overall submitted. The proposal clearly demonstrated that PDQ has a good understanding of the scope of work to be performed and the complexity of TTC's service requirements. The proposal clearly described the agency's proposed start-up plan, including the number of qualified, fingerprinted and background checked staff in quantities in excess of those required by TTC. PDQ has 25 years of experience

The Honorable Board of Supervisors
September 30, 2004
Page 4

providing services similar to those being requested by TTC, including contracts with other County departments. PDQ Personnel Services, Inc., is also a certified Women Business Enterprise firm.

IMPACT ON CURRENT SERVICES

This contract will enable TTC to meet critical departmental deadlines during peak workload periods.

CONCLUSION

Instruct the Executive Officer/Clerk of the Board to return two (2) signed originals of the contract and one (1) adopted Board letter to TTC.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark J. Saladino", written over a horizontal line.

MARK J. SALADINO
Treasurer and Tax Collector

MJS:MH:dh

Attachments (3)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLT 09 28 04